

ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body under Govt. of Assam)

Project Coordination Unit (PCU) of the World Bank Financed

Assam Agribusiness and Rural Transformation Project

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Draft Indicative **Terms of Reference (ToR) for
Project Management Information Systems Specialist (PMISS) for Project
Coordination Unit under APART**

(A) BACKGROUND

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART.
2. The Project Development Objective (PDO) of APART is to “increase value-added and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”. The project will achieve the proposed PDO by: (i) enabling investments in agri-enterprises, improving the investment environment and investment promotion, facilitating access to finance for agribusiness enterprises, and, where appropriate, pushing for process, regulatory changes; (ii) facilitating the growth of agri enterprise clusters to increase competitiveness, revenue and employment growth; and supporting development of a modern supply chains; and (iii) fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies, markets, and infrastructure so that they are able to respond to market opportunities and climate variability. The project has four components: *The 1st component is Enabling Agri Enterprise Development*, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment Fund (AIF) (iv) establishing Stewardship Councils. *The 2nd component is Facilitating Agro Cluster Development* with sub-components being- (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain support. *The 3rd component is Fostering Market Led Production and Resilience Enhancement* with sub components being (i) promoting climate resilient technologies and their adoption, (ii) Facilitating market linkages through market intelligence and product aggregation, (iii) Facilitating access to and responsible use of financial services. *The 4th component is Project Management, Monitoring & Learning.*
3. The Agriculture Department is one of the major stakeholder Departments of APART and the related project activities would be implemented through Directorate of Agriculture (DoA), Directorate of Horticulture and Food Processing (DH&FP), Assam State Agricultural Marketing Board (ASAMB) and Assam Agricultural University (AAU) at the State level and Agricultural Technology Management Agency (ATMA) & District Agriculture Offices at District level. At the State level, Operational Project Implementation Units (OPIUs) have been set up in the Directorates/Agencies and at District level, District Level Coordination Committees (DLCCs) have been notified for smooth functioning of the project.
4. The ARIAS Society now intends to hire a **Project Management Information System Specialist (PMISS)** to be positioned at Project Coordination Unit (PCU) of ARIAS Society under APART, on contractual basis, and hence the ToR has been framed.

(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE

5. **The Project Management Information System Specialist (PMISS)** would lead the team of IT staff in the MIS Unit of the ARIAS Society. The scope of the position includes contributing towards development of a robust project MIS system, with inputs from the M&E Specialist *inter alia* for monitoring and evaluation of APART, and its regular maintenance. The **PMISS** will have to ensure seamless connectivity at all times through the System Administrator and any IT related issues of the system users will have to be resolved expeditiously. The **PMISS** would also manage security administration activities for IT systems. The position also encompasses creating and generating accurate and timely MIS reports and training & capacity building of the project staff on MIS.

6. **The key roles of the Project Management Information System Specialist (PMISS) include the followings:**

- a) PMISS would be instrumental in developing a robust MIS System for the project (on an open source platform) integrating the activities at the State level as well as District & Block levels;
- b) He/She will supervise the work of the consulting firm to be hired for development of the project MIS system and provide guidance for developing programs/applications as per the requirement of the project;
- c) Training the project staff in the use of MIS system so developed;
- d) Trouble shooting to ensure smooth implementation of the MIS application. Identify, resolve/rectify issues relating to flow blockades, user interface issues, networking problem and security concerns.
- e) Ensure that the reporting, communication, financial and procurement systems of the project are embedded into the MIS system of the project;
- f) Participate and contribute to the review meetings and missions of the World Bank;
- g) Participate in knowledge sharing meetings with team members at PCU;
- h) Development, execution and implementation of a web-based HR management for ARIAS Society, pay roll, leave & related aspects module linked to a biometric attendance system
- i) Lead IT related communication with government and other partners of APART;
- j) Provide clarifications to stakeholders on project related IT issues as needed;
- k) Maintain source-code used in developing software/MIS Applications/Website/WebPortal etc
- l) Ensure regular updating of the ARIAS Society Website particularly w.r.t. content related to APART
- m) Establishment and administration of efficient email system for APART staff, including controlling privileges & permissions to database users, maintaining user accounts, and profiles
- n) Maintaining the technical aspects of the Social media pages, blogs, online discussion forums etc of ARIAS Society with regular technical updates.
- o) Ensuring seamless communication within the project team and project partners through the project IT infrastructure.
- p) **Travel Requirements:** The PMISS will be required to undertake field-visits and tours to the project locations, with prior approval of the SPD, ARIAS Society. Occasional out of the state visits may also be required as directed by the SPD, ARIAS Society.

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC

7. **Educational Qualification:** Master degree/ Post Graduate Diploma (min two years duration) in Computer Applications/ Information Technology/Information & Communication Technology from any Govt. recognized University/Institutions.

8. **Working Experience:** Minimum 11 years of work experience in managing MIS/IT systems of a reputed public/private sector agency in a leadership/ managerial capacity.

*If suitable candidates with above mentioned experience are not available, then candidates with at least 07 years of experience in managing MIS/IT systems of a reputed public/private sector agency in a leadership/ managerial capacity may be considered for interviews/ tests **at a lower remuneration package** to be decided through mutual agreement between the ARIAS Society and the candidate.*

9. **Computer Skills:** The PMISS must be highly proficient in computer applications, including MS Word, MS Excel and MS Power Point etc.

10. **Language:** High level of fluency in English and Hindi.

11. **Desirable Qualifications, Experience, Skills etc:**

- a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi tasking
- b. Knowledge of Assamese and/or Bengali

- c. Good social, analytical, inter-personal and planning skills
 - d. Self-motivated and possessing ability to work independently as well as in teams.
12. **Age:** Age of the candidate should not be more than 50 years as on 1st November, 2018. *However, at the discretion of SPD, for candidates having exceptional relevant experience and qualification, the age limit may be relaxed.*

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

13. The tenure of **PMISS** is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the **PMISS** beyond one (1) year from the date of signing the agreement and joining the position, will depend upon his/her performance. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date, without thereby incurring any liability to the GoA/ PCU/ ARIAS Society/World Bank/GoI etc. The contract with **Project Management Information System Specialist (PMISS)** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the GoA/ PCU/ ARIAS Society/World Bank/GoI etc. The ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant. The decision of the SPD will be final and binding in this regard. The contract Management shall be as per the HR Policy of the ARIAS Society.
14. The **PMISS** shall not assign or sub-contract, *in whole or in part*, his/her obligations to perform under this Contract, except with the SPD's prior written consent. The **PMISS** will have to serve the ARIAS Society on full time basis under overall command of State Project Director, ARIAS Society and provide services from the PCU at Khanapara, Guwahati. The resignation/termination shall be as per HR Policy of the ARIAS Society.

(E) REMUNERATION, PAYMENT TERMS AND LEAVE

15. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the **PMISS** will be determined and mutually agreed, which could be in the range of **Rs. 18.00 lakh to Rs. 25.80 lakh per year**. This annual rate shall *inter alia* inclusive of all taxes, health/service related allowance, cost of accommodation and food at Guwahati, conveyance to attend the office etc. Taxes as applicable shall be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis, as per the prevailing rules of the ARIAS Society. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing HR rules..
16. The remuneration will be given in equal monthly installments and the Performance-Linked-Incentive (PLI) will be given Quarterly based on the performance and achievement against the mutually agreed deliverables by the **Project Management Information System Specialist**. Taxes as applicable shall be dealt with as per applicable laws.
17. The provisions of leave would be as per Human Resource *Policy of the ARIAS Society*.
18. *No house rent allowance or any other allowance shall be paid by the PCU. No other payment whatsoever (except reimbursement of official travelling expenses) shall be paid, except as agreed with the **PMISS** by the SPD, ARIAS Society.*

(F) REPORTING AND PERFORMANCE REVIEW

19. *The **PMISS** will report to the State Project Director (SPD), ARIAS Society. In the absence of SPD, he/she will report to Deputy Project Director (DPD) or as directed. Annual performance review will be done as per the HR Policy of the ARIAS Society.*

(G) FACILITIES TO BE PROVIDED BY THE PCU

20. The Project Management Information System Specialist will be provided access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary. He/She will be provided with one office cubicle/workstation in the PCU along with computer, printer, computer/office consumables, and internet access. *(No clerical assistance will be provided).*

Note: This is a draft indicative ToR; The SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.